



State of Utah

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RODNEY G. MARRELLI
Executive Director

Date

Name

Address

City, State ZIP

RE: Second Notice - Sales and Use Tax Self-Review

Dear Name

On September 19, 2005, you were sent a notice requesting your cooperation in completing a sales and use tax self-review. Our records indicate that you have not responded to this request. If you have received this letter and have already sent your self-review or have contacted our office and were given additional time, please disregard this notice.

It is important that you either send in your completed self-review forms by **January 4, 2006** or contact us immediately so that we can help you comply with the above request. If we do not receive your completed self-review forms or do not hear from you by **January 4, 2006**, we will contact you and possibly schedule a field audit appointment. To avoid penalties and additional interest it is important that you comply with the original notice.

The **Instructions** and **Examples** sheets enclosed in this package are designed to help you perform your review. Once the review has been completed, the tax and interest calculations can be made by using the **Sales and Use Tax Summary** form. This form is also available, along with the other forms included with this review, at the Tax Commission's website <http://tax.utah.gov/selfreview> (select the **Employee Services Self-Review** link). Please complete and return the necessary forms along with your payment of computed tax and interest, if due.

If you owe the tax, the following forms are due:

- Forms titled **Worksheet for Taxable Purchases**
- **Sales and Use Tax Summary**
- **Withholding Tax Information Sheet**
- **Questionnaire**
- Payment of computed tax and interest due

If you do not owe the tax the following forms are due:

- **Sales and Use Tax Summary** (with Sections A, B and C completed)
- **Withholding Tax Information Sheet**
- **Questionnaire**

If you have any questions or need additional time, please contact either Matthew Duke at (801) 297-4670 or Ralph Hoggan at (801) 297-4759. You may also email us at comp@utah.gov. Thank you for your prompt attention and cooperation regarding this matter.

Respectfully,

Michael Christensen
Tax Audit Manager

Enclosures